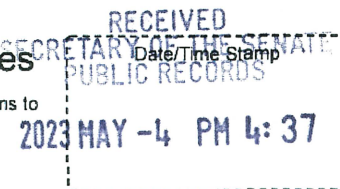


RE-2 Employee Post Travel Disclosure of Travel Expenses

Post Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building. **This form is a public disclosure. The form and all attachments will be made publicly available.**



Certification: *In compliance with the Regulations Governing Privately Sponsored Travel, Senate Rule 35, and the Honest Leadership and Open Government Act of 2007, I certify that I accepted the following gift of privately sponsored travel:*

Private Sponsor(s):**Travel Dates:**

Postsecondary National Policy Institute

April 11-12, 2023

Name of accompanying family member (if any):**Relationship to Traveler:**

N/A

N/A

Total Expenses**Transportation Expenses****Lodging Expenses****Meals Expenses****Other Expenses (Amount & Description)**

N/A

N/A

N/A

I also certify that attached to this form are all required documents for post travel disclosure, including:

- The final **Employee Pre-Travel Authorization** (Form RE-1)
- The final **Private Sponsor Travel Certification Form** with all attachments
- The final invitation
- The final approved itinerary

Finally, I certify that all trip information reflected in the attachments above accurately reflects the travel that I accepted. If there were any changes to the trip after I received approval from the Committee, the changes are described in ATTACHMENT 1.

5/3/23

Jessica Cardichon

Date

Printed Name of Traveler

A handwritten signature in blue ink that reads "Jessica Cardichon".

Signature of Traveler

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

5/3/23

Date

A handwritten signature in blue ink, appearing to be "B. J. Sanders".

Signature of Supervising Senator/Officer

ATTACHMENT 1 – CHANGES FROM APPROVED PRE-TRAVEL

Note: Material changes to a trip that occur after the Committee has issued an approval letter may invalidate the Committee's approval. Please contact the Committee with any questions regarding changes to an approved trip.

Were there any changes to the pre-approved travel expenses? (Transportation, Meals, Lodging, Other)?

☐ Yes ☒ No

Expense Change

Revised Amount

Explanation

Were there any changes to the pre-approved itinerary?

☐ Yes ☒ No

Explanation:

Were there any additional changes to the pre-approved trip?

☐ Yes ☒ No

Explanation:

RE-1 Employee Pre-Travel Authorization

Date/Time Stamp

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in SH-220. Incomplete and late travel submissions will not be considered or approved.

Name of Traveler:

Jessica Cardichon

Employing Office/Committee:

HEALTH, EDUC, LAB, AND PENSIONS - DEM

Private Sponsor(s):

Postsecondary National Policy Institute

Destination(s):

Warrenton, Virginia

Travel Dates:

04/11/2023 to 04/12/2023

NOTE: If you plan to extend the trip for any reason you must notify the Committee.

Explain how this trip is specifically connected to the traveler's official or representational duties.

This seminary is focused on student debt and repayment policy which falls under the jurisdiction of the HELP Committee.

Do you have an accompanying family member or spouse on this trip?

No

Name and Relationship to Traveler:

N/A

I certify that the information contained in this form is true, complete and correct to the best of my knowledge.

February 27, 2023

Date

Jessica Cardichon

Signature of Employee

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER

(President of the Senate, Secretary of the Senate, Sergeant at Arms,
Secretary for the Majority, Secretary for the Minority, and Chaplain)

Bernard Sanders

hereby authorize

Jessica Cardichon

(Print Senator's/Officer's Name)

(Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate.

☐

(signify "yes" by checking box)

March 23, 2023

Date

Bernard Sanders

Signature of Supervising Senator/Officer

From: [Betsy Prueter](#)
To: [Cardichon, Jessica \(HELP Committee\)](#)
Subject: Invitation to PNPI's Debt & Repayment Seminar in April
Date: Wednesday, February 1, 2023 1:05:15 PM
Attachments: [DRAFT 2023Agenda DebtandRepayment.pdf](#)

Dear Jessica-

My name is Betsy Prueter and I am the Director of Programming at the Postsecondary National Policy Institute (PNPI) in Washington, D.C. Launched in 2012, PNPI provides high-quality professional development to Congressional staff who work on higher education issues.

PNPI seminars are designed to go deep on issues, providing participants with an opportunity to become more familiar with complex concepts, innovations in the field, and policy options designed to modify, change or replace existing policies to better meet student needs. All of our events are considered closed-door and off-the-record and are open to fewer than 20 participants.

Since our launch, PNPI has held events focused on a wide variety of topics including federal student aid, first-generation students, and Minority Serving Institutions (MSIs). Building on our prior work, my team is in the process of finalizing preparations for a two-part seminar focused on debt and repayment. **I am writing today to extend an invitation to you to participate in this programming based on the nomination from Vivianne Anguiano.**

On Tuesday and Wednesday, April 11th-12th, we will host a two-day Debt and Repayment seminar at Airlie Conference Center in Warrenton, VA. A draft agenda of this event is attached. Accommodations, food, and transportation will be provided by PNPI.

To participate in the seminar, you will need to file sponsored trip forms with the Senate Ethics office by Sunday, March 12th. **If you are interested in attending or think you may be interested in attending, please let us know by February 10th so we can deliver the necessary paperwork to your office.**

Delivery of the ethics paperwork to your office in late February will allow ample time for you to complete the necessary forms to participate in the April trip. If we do not hear back from you by the 10th we will assume you are unable to come and extend this invitation to another office. Additional details on the seminar will be sent in the weeks to come.

Prior attendees have found our seminars to be incredibly rewarding. They report retaining what they learn from our events, applying it to the work that they do, and leaving our seminars with closer ties to their colleagues.

We sincerely hope that you are able to spend time with us in April. Please do not

hesitate to reach out if you have any questions. Please note that submitting ethics paperwork doesn't commit you to attend but not submitting paperwork will preclude you *from the option* of attending.

Sincerely,

Betsy Prueter

--

Betsy Prueter (she/her)
Senior Director of Programming
Postsecondary National Policy Institute

prueter@pnpi.org

440-223-5844

pnpi.org

Follow us on Twitter: [@thePNPI](https://twitter.com/thePNPI) and Instagram: [@thePNPI](https://www.instagram.com/thePNPI)

CHRISTOPHER A. COONS, DELAWARE, CHAIRMAN
JAMES LANKFORD, OKLAHOMA, VICE CHAIRMAN

BRIAN SCHATZ, HAWAII
JEANNE SHAHEEN, NEW HAMPSHIRE

JAMES E. RISCH, IDAHO
DEB FISCHER, NEBRASKA

SHANNON HAMILTON KOPPLIN, CHIEF COUNSEL AND STAFF DIRECTOR
WILLIAM B. CABLE, CHIEF CLERK

HART SENATE OFFICE BUILDING, ROOM 220
SECOND AND CONSTITUTION AVENUE, NE
WASHINGTON, DC 20510-6475

TELEPHONE: (202) 224-2981
FACSIMILE: (202) 224-7416
TDD: (202) 228-3752

United States Senate

SELECT COMMITTEE ON ETHICS

March 30, 2023

Jessica Cardichon
Committee on Health, Education, Labor, and Pensions
United States Senate
Washington, DC 20510

Dear Ms. Cardichon:

This responds to your recent correspondence requesting approval from the Select Committee on Ethics (the Committee) to accept an invitation you received to travel to the *Debt & Repayment Seminar* on April 11–12, 2023, sponsored by the Postsecondary National Policy Institute (PNPI). Provided that you adhere to the guidance set forth below, it appears that it is permissible for you to accept necessary expenses from PNPI in connection with this trip.

Background

Based on your communication with the Committee, the background in this matter is as follows.¹ You are employed as the education policy director for the Committee on Health, Education, Labor, and Pensions and Senator Bernard Sanders is your supervising Senator. PNPI invited you to travel to the *Debt & Repayment Seminar* on April 11–12, 2023. PNPI certified to the Committee that it will pay the necessary expenses² related to the travel and that it is neither a lobbyist, lobbying firm, agent of a foreign principal, or otherwise acting as a representative or agent of a foreign government. PNPI has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist or agent of a foreign principal will accompany you at any point throughout your trip.³

Discussion

Privately sponsored travel includes any gift of travel and travel-related expenses for travel outside the Senate duty station, including transportation, lodging, food and refreshments, and conference fees and materials, whether paid for directly, reimbursed, or provided directly, from a private individual or entity, in connection with a Member's, officer's, or employee's official Senate duties. Incorporating reforms from the Honest Leadership and Open Government Act of 2007 (HLOGA), Pub. L. 110–81 (2007), Senate Rule 35.2 permits Members, officers, and employees to accept privately sponsored travel only with the prior written approval of the Committee.

¹ If this letter does not correctly recite the facts, contact the Committee immediately.

² The term “necessary expenses” has a specific definition. See *Select Committee on Ethics Regulations and Guidelines for Privately Sponsored Travel – Glossary of Terms* at 8.

³ The term “any point throughout your trip” has a specific definition. See *id.* at 2.

The Committee's approval process is governed by the *Regulations and Guidelines for Privately Sponsored Travel and Glossary of Terms* (collectively, *Travel Regulations*). The *Travel Regulations* contain detailed requirements regarding who may sponsor travel; time limits for trips; and the type and amount of expenses that can be reimbursed.

Entities that do not retain or employ a lobbyist or foreign agent and all non-profit organizations designated as tax-exempt organizations under § 501(c)(3) of the Internal Revenue Code of 1986, regardless of whether they retain or employ a lobbyist or foreign agent, may sponsor domestic trips for up to three days. The three-day limitation means three 24-hour periods, calculated from the time of arrival in the trip location to the time of departure from the trip location. For such trips, neither lobbyists nor foreign agents may accompany a Senate invitee at any point throughout the trip, other than in a *de minimis* way.⁴ This means that neither lobbyists nor foreign agents may accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited.⁵

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately Sponsored Travel**.

Consistent with these standards and Committee precedent, and PNPI's factual representations, it appears that it is permissible for you to accept necessary expenses from PNPI in connection with this trip, provided that the actual travel and travel-related expenses conform to the information and materials you provided, and the travel and all required documents are disclosed to the Secretary of the Senate (Office of Public Records).

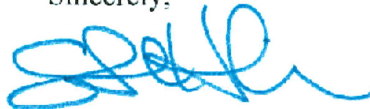
⁴ The term "*de minimis*" has a specific definition. See *Select Committee on Ethics Regulations and Guidelines for Privately Sponsored Travel – Glossary of Terms* at 3.

⁵ See *Select Committee on Ethics Regulations and Guidelines for Privately Sponsored Travel* at 5; see also *Select Committee on Ethics Regulations and Guidelines for Privately Sponsored Travel – Glossary of Terms* at 2-3.

Finally, Senate Rule 34 requires a reporting individual⁶ on their financial disclosure report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$480 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their financial disclosure report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,



Shannon Hamilton Kopplin
Chief Counsel and Staff Director

Enclosure: Travel Checklist

⁶ A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$141,022 for CY 2023) or is a political fund designee and is required to file financial disclosure reports.



**Federal Student Loan Debt & Repayment
Seminar
April 11-12, 2023
Warrenton, Virginia**

Tuesday, April 11

8:45am **Staff arrive to board shuttle**
Peace Circle
Pennsylvania Ave and First Street NW, Washington, D.C.

9:00am **Depart Peace Circle**

10:15am **Arrive at Airlie**
6809 Airlie Road
Warrenton, VA 20187

10:15-10:30am **Check-In and Registration**

10:30am- 12:00pm **Welcome & Debt Overview**

Speakers: *Betsy Prueter, Postsecondary National Policy Institute (PNPI); MaryEllen McGuire, PNPI; and Jinann Bitar, The Education Trust*

This session will provide an overview of federal student loan debt, including how much students and families are borrowing to attend college; the types of institutions borrowers are attending; and how borrowing and debt patterns vary across income and demographics.

12:00-1:00pm **Lunch with Experts**

Lunch will provide an opportunity for staff to ask the day's panelists additional questions in a smaller group setting.

1:00pm-2:30pm Delinquency & Default Overview

Speakers: *Regan Fitzgerald, Pew Charitable Trusts and Victoria Jackson, The Education Trust*

This session will provide an overview of delinquency and default, including how borrowers enter delinquency and/or default; how deferments and forbearances work; trends in delinquency and default rates over time; and how borrower demographics impact the likelihood of default.

2:30-2:45pm Break**2:45-4:15pm Borrower Perspectives on Debt & Default**

Speakers: *Tia Caldwell, New America and Melissa Emrey Arras, The Government Accountability Office (GAO)*

This session will examine students' perceptions of financing a college education including the gaps between what students identify as "reasonable" debt and what they deem as "expected" debt. It will also review how students and borrowers view their own debt balances and default experiences.

4:15-4:30pm Break**4:30- 5:00pm Closing Discussion**

Speaker: *Betsy Prueter, PNPI and MaryEllen McGuire, PNPI*

In this session, participants will review the day's programming and share any additional questions they have on debt, delinquency, and default.

5:00-6:00pm Break**6:00-7:00pm Working Dinner**

Facilitator: *Betsy Prueter, PNPI and MaryEllen McGuire, PNPI*

Dinner will provide an opportunity for staff to ask expert panelists additional questions in a smaller group setting. In addition, PNPI staff will provide a preview of the second day of programming.

Wednesday, April 12

8:30-9:00am **Breakfast**

9:00-10:15am **Welcome & Overview of Repayment Plans**

Speakers: *Betsy Prueter, PNPI; MaryEllen McGuire, PNPI; James Bergeron, National Council of Higher Education Resources (NCHER); and Lexi West, Pew Charitable Trusts*

This session will provide an overview of all federal repayment plans, the frequency with which the various plans are used, and the advantages and disadvantages of the current system.

10:15-10:30am **Break**

10:30-11:15am **Overview of Public Service Loan Forgiveness Program (PSLF)**

Speaker: *Lexi West, Pew Charitable Trusts*

This session will provide an in-depth overview on PSLF.

11:15-11:30am **Break**

11:30am-12:30pm **Repayment Simulation**

Speaker: *Lexi West, Pew Charitable Trusts*

This session will allow participants to learn more about the strengths and challenges of repayment plans by applying the plans to a borrower profile.

12:30-1:30pm **Lunch with Experts**

Lunch will provide an opportunity for staff to ask the day's panelists additional questions in a smaller group setting.

1:30-2:45pm **The Cost of Federal Student Loan & Repayment Programs**

Speakers: *Noah Mann, Office of Management & Budget and Katherine Sydor, Office of Management & Budget*

This session will examine the cost of the federal student loan and repayment programs and the major drivers of costs and savings each year.

2:45-3:00pm **Break**

3:00- 4:15pm Roundtable Discussion: Current Issues in Debt & Repayment

Speakers: *Preston Cooper, Foundation for Research on Equal Opportunity; Jason Delisle, The Urban Institute; and Sarah Sattelmeyer, New America*

This session will allow participants to ask any remaining questions of our experts regarding debt and/or repayment.

4:15-4:20pm Break**4:20-5:00pm Closing Discussion**

Speaker: *Betsy Prueter, PNPI and MaryEllen McGuire, PNPI*

In this session, participants will review the day's programming, share what they have learned over the two days, consider how they might apply what they learned, and share any additional questions they have on debt and repayment.

5:00pm Depart Airlie**6:15pm Arrive at Peace Circle, Washington, D.C.**

ATTACHMENT:
Senate Private Sponsor Travel Certification Form

Name and title of Senate invitees:

Viviann Anguiano
Senior Policy Advisor
Senator Sanders (I-VT)
Senate Committee on Health,
Education, Labor and Pensions
[Viviann Anguiano@help.senate.gov](mailto:Viviann_Anguiano@help.senate.gov)

Jessica Cardichon
Education Policy Director
Senator Sanders (I-VT)
Senate Committee on Health,
Education, Labor and Pensions
jessica_cardichon@help.senate.gov

Ramon Carranza
Legislative Assistant
Senator Schumer (D-NY)
[Ramon Carranza@schumer.senate.gov](mailto:Ramon_Carranza@schumer.senate.gov)

Patrick Fox
Education Policy Advisor
Senator Cassidy (R-LA)
Senate Committee on Health,
Education, Labor and Pensions
[Patrick fox@help.senate.gov](mailto:Patrick_fox@help.senate.gov)

Emily McBride
Legislative Assistant
Senator Tuberville (R-AL)
[Emily mcbride@tuberville.senate.gov](mailto:Emily_mcbride@tuberville.senate.gov)

Alanna Purdy Montesinos
Legislative Assistant
Senator Lujan (D-NM)
[Alanna PurdyMontesinos@lujan.senate.gov](mailto:Alanna_PurdyMontesinos@lujan.senate.gov)

Lauren Schwensen
Education Policy Advisor
Senator Cassidy (R-LA)
Senate Committee on Health,
Education, Labor and Pensions
[Lauren Schwensen@help.senate.gov](mailto:Lauren_Schwensen@help.senate.gov)

All staff were invited due to their employment with the Senate HELP Committee, Senate Appropriations Committee, or with a Member who sits on the Senate HELP committee or Senate Appropriations Committee.

ATTACHMENT:
Senate Private Sponsor Travel Certification Form

Name and title of Senate invitees:

Viviann Anguiano
Senior Policy Advisor
Senator Sanders (I-VT)
Senate Committee on Health,
Education, Labor and Pensions
[Viviann Anguiano@help.senate.gov](mailto:Viviann_Anguiano@help.senate.gov)

Jessica Cardichon
Education Policy Director
Senator Sanders (I-VT)
Senate Committee on Health,
Education, Labor and Pensions
jessica_cardichon@help.senate.gov

Ramon Carranza
Legislative Assistant
Senator Schumer (D-NY)
[Ramon Carranza@schumer.senate.gov](mailto:Ramon_Carranza@schumer.senate.gov)

Patrick Fox
Education Policy Advisor
Senator Cassidy (R-LA)
Senate Committee on Health,
Education, Labor and Pensions
Patrick_fox@help.senate.gov

Emily McBride
Legislative Assistant
Senator Tuberville (R-AL)
[Emily mcbride@tuberville.senate.gov](mailto:Emily_mcbride@tuberville.senate.gov)

Alanna Purdy Montesinos
Legislative Assistant
Senator Lujan (D-NM)
[Alanna PurdyMontesinos@lujan.senate.gov](mailto:Alanna_PurdyMontesinos@lujan.senate.gov)

Lauren Schwensen
Education Policy Advisor
Senator Cassidy (R-LA)
Senate Committee on Health,
Education, Labor and Pensions
[Lauren Schwensen@help.senate.gov](mailto:Lauren_Schwensen@help.senate.gov)

All staff were invited due to their employment with the Senate HELP Committee, Senate Appropriations Committee, or with a Member who sits on the Senate HELP committee or Senate Appropriations Committee.

Postsecondary National Policy Institute (PNPI): PNPI's Debt & Repayment Seminar



Jessica Cardichon

Title:

Education Policy Director

Employing Office/Committee:

HEALTH, EDUC, LAB, AND PENSIONS -
DEM

Duty Station:

WASHINGTON,DC

Destination(s):

Warrenton, Virginia

Explain how this trip is specifically connected to the traveler's official or representational duties:

This seminary is focused on student debt and repayment policy which falls under the jurisdiction of the HELP Committee.

Name of accompanying family member (if any):

Not Entered

Name and Relationship to Traveler:

None

Organization Information

Organization Name

Postsecondary National Policy Institute (PNPI)

§501(c)(3) Organization Type

Public Charity

Address 2 (Optional)

Public Charity

Phone Number

2024073172

Is your organization classified as a §501(c)(3)?

Yes



No

Address

1828 L Street NW

City, State Zip

Washington, District Of Columbia 20036 United States

Organization URL

pnpi.org

History of Congressional Travel

Since 2012, PNPI has sponsored twenty-three congressional staff seminars on postsecondary topics including federal student aid, higher education accreditation, student data, and competency-based education.

Educational Activities

In addition to multi-day seminars, PNPI sponsors Hill-based briefings for larger Hill audiences and is available to all congressional staff for postsecondary-related research support. PNPI also offers briefings, trainings, and boot camps to prospective policymakers and postsecondary policy leaders.

Lobbyist and Foreign Agent Registration Information

Lobbyist Registration Status: *I certify that the sponsor is not a federally registered lobbyist and do not retain or employ a federally registered lobbyist.*

Foreign Agent Registration Status: *I certify that the sponsor is not an agent of a foreign principal and do not retain or employ an agent of a foreign principal.*

Foreign Government Involvement

Foreign Agent Registration Status:

- ☒ I certify that the sponsor is not a foreign government.
- ☒ I certify that the sponsor is not an entity that is owned or operated by a foreign government.
- ☒ I certify that the sponsor does not receive funding from a foreign government.

Comments

None Entered

Signature Page

The signature page is below.

Purpose and Details

Provide a brief description of the trip.

This trip is designed to increase participants' understanding of federal student debt and federal student loan repayment.

Explain how the purpose of the trip relates to your organization's mission.

PNPI provides professional development to current and prospective policymakers who work on higher education issues. This event is designed to increase congressional staff's knowledge of federal student loan debt and repayment. A detailed agenda is attached.

Is your organization the only sponsor for this trip?

☒ Yes ☐ No

Grantmaking Organizations (Optional)

1. The Bill and Melinda Gates Foundation
2. The Kresge Foundation

With or Without Regard for Congressional Participation

The trip is arranged or organized specifically with regard to congressional participation.

Lobbyist/Foreign Agent Involvement in Planning, Organizing, Requesting or Arranging

- ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal, other than de minimis involvement.

Lobbyist/Foreign Agent Financing

- ☒ The trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- ☒ No funds or in-kind contributions were earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.

Lobbyist/Foreign Agent Accompaniment

Complete if all sponsors are §501(c)(3) organizations

- ☒ The trip is limited to three days (for trips inside the continental United States) or seven days (for trips outside the continental United States), and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip

Complete if any of the sponsors is not a §501(c)(3) organizations.

- ☐ The trip is limited to three days (for trips inside the continental United States) or seven days (for trips outside the continental United States), and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip

- ☐ The trip is limited to a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip
- ☐ The trip is limited to a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip
- ☐ The trip is limited to a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip
- ☐ The trip is limited to a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip

Certification of No Recreational Activity and No Alcohol

- ☒ Travel expenses paid for will not include expenditures for recreational activities.
- ☒ Travel expenses paid for will not include expenditures for alcohol, except as permitted by the Regulations Governing Privately Sponsored Travel.

Invitees

- i** Members and staff from the House of Representatives **will** receive invitations.

The list of invitees is below.

Travel Details

Trip Start Date/Time:
04/11/2023 @ 09:00 AM



Trip End Date/Time:
04/12/2023 @ 05:00 PM

Will the traveler be accompanied by a family member for whom the sponsor will pay travel expenses?

- ☐ Yes ☒ No

Itinerary

The itinerary is below.

Transportation (Per Member/Officer/Employee: \$109.00 | Accompanying Family Member: \$0.00)

Transportation Type	Class	Amount
Other	Coach	\$109.00
Note This cost is for round trip on a shuttle bus.		

Lodging (Per Member/Officer/Employee: \$98.00)

Check-In	Check-Out	Facility	City	State	Country	Nights	Cost/Night	Cost Exceed Per Diem
04/11/2023	04/12/2023	Airlie Conference Center	Warrenton	Virginia	United States	1	\$98.00	No

Meals (Per Member/Officer/Employee: \$79.00)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
04/11/2023	\$0.00	\$15.00	\$26.00	\$5.00	\$46.00	Warrenton	Virginia	United States	No
04/12/2023	\$13.00	\$15.00	\$0.00	\$5.00	\$33.00	Warrenton	Virginia	United States	No

Reasonable Miscellaneous Expenses (Per Member/Officer/Employee: \$238.00)

Expense Type	Amount	Notes
Conference Fees	\$238.00	Meeting space/AV/WiFi

Additional Attachments All additional attachments are below.

Document Name
Revised Itinerary